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**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE:** **COMMUNITY DEVELOPMENT DIRECTOR**

**DEFINITION**

Under direction of the City Manager to plan, direct, manage and oversee the activities and operations of the Planning, Code Enforcement and Building and Safety functions including current and advanced planning, zoning, code enforcement and building inspection programs; to coordinate assigned activities with other City Departments and outside agencies; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

The incumbent is expected to exercise independent judgment and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The incumbent also functions as a member of the City's executive management team and participates actively in addressing issues of concern to the Department and the City.

**REPORTS TO:** City Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Manager and/or the Assistant City Manager. Exercises administrative direction over professional, para-professional, technical and administrative support staff.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Direct community development activities through appropriate organizational and management practices including current and advanced planning, zoning annexations, code enforcement and building inspection; recommend and administer policies and procedures.
- Plan, recommend and direct implementation of policies and strategies for the growth and development of the community.
- Assess administrative support systems and coordinate with the Chief Information Officer to translate needs to automated systems where appropriate and necessary.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Manage and participate in the development and administration of the Department's budget; forecast the needs for additional funds for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
- Serve as an advisor to the City Council, City Manager and appointed boards, commissions, administrative committees and citizen's committees on planning, zoning enforcement and code enforcement matters and explain new and revised programs to the City Council, professional and citizen groups.
- Plan, direct and coordinate the Community Development Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

- Coordinate Community Development Department activities with those of other departments and outside agencies, organizations and residents.
- Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to Community Development programs, policies and procedures as appropriate.
- Select, supervise, train and evaluate professional, para-professional, technical and administrative support staff.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operational characteristics, services and activities of a comprehensive planning program including current and advanced planning, zoning annexations, code enforcement and building and safety inspection programs.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Advanced principles and practices of municipal budget preparation and administration.
- Customer service techniques and principles.
- Principles of supervision, training and performance evaluation.

### **Ability to:**

- Plan, organize, direct and coordinate the work of professional, para-professional, technical and administrative support staff.
- Project consequences of proposed actions and implement recommendations in support of goals.
- Identify and respond to community and City Council issues, concerns and needs.
- Communicate clearly and concisely, orally and in writing.
- Work effectively and develop positive relationships with a diverse population and cultures.
- Generate new and creative ideas as a result to visionary and strategic thinking.

### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in urban planning, public or business administration or a closely related field. A Master's Degree is highly desirable.

Experience: Six years of progressively responsible administrative and supervisory management experience in community development, urban planning, redevelopment or a closely related field.

**MEDICAL CATEGORY:** Group 1

### **NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

### **CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Community Development Director

**TO:** Assistant City Manager